

CHAPTER 2

ARTICLE 7 — GIFTS AND DONATIONS

Revised May 14, 2001

21070.1 Policy

The California Department of Corrections (CDC) shall accept all good faith gifts or donations if it is in the best interest of CDC and is consistent with current departmental policy. Only those gifts or donations that supplement departmental budgets or provide cost avoidance to the taxpayer without incurring any future expenditure related to the gift or donation shall be accepted.

Property acquired through gifts or donations shall become property of the State. Gifts and donations should be used exclusively for the purpose for which they were originally donated.

21070.2 Purpose

This article establishes the requirements for the acceptance of gifts or donations in the best interest of CDC.

21070.3 Responsibility, Headquarters

Director, Department of Finance

Acceptance of gifts or donations that involve any expenditure of State funds is subject to approval of the Director of the Department of Finance (DOF), or their designee.

Director, Department of Corrections

The Director of CDC may accept gifts or donations of goods or services not involving expenditures of State funds.

Headquarters Unit

When a person or entity contacts a headquarters unit with an offer of a gift/donation, the appropriate manager shall designate a staff person who shall:

- Complete the CDC Form 922, Authorization to Accept Gifts/Donations.
- Obtain the signature of the appropriate Deputy Director/Assistant Deputy Director.
- Submit the signed authorization form to the Office of Community Resources (OCR).

Assistant Director, Office of Community Resources

The Assistant Director, OCR, shall authorize the acceptance of gifts or donations on behalf of the Director.

Community Resources Manager, Office of Community Resources

The Community Resources Manager (CRM), OCR, as delegated by the Assistant Director, coordinates, reviews, monitors, and approves requests for acceptance of gifts and donations by CDC.

21070.4 Institution

Procurement Officer

The institution Procurement Officer shall keep inventory records for all non-disposable property received as a gift/donation, in accordance with the inventory control guidelines as set forth in the Correctional Business and Administrative Support Systems.

Department of General Services, Fleet Administration Representative

The Fleet Administration Representative must inspect and approve all motorized vehicle donations, prior to acceptance, in accordance with the provisions of the State Administrative Manual (SAM).

Staff

Institution staff, as authorized by the Warden, may maintain direct communication with persons or entities wishing to provide a gift or donation.

Community Resources Manager

The CRM at each institution shall:

- Identify the equipment, supply, or material needs of the institution which can be met by solicitations of gifts or donations.
- When feasible, solicit contributions from public agencies and private enterprise which meet the identifiable needs of the institutions.
- When notified of the availability of a gift/donation, contact any program or administrative staff who may be affected by the gift/donation to determine if the gift/donation shall be accepted.
- Process the gift/donation items for necessary approvals (depending upon type of donation and dollar value of donation) in compliance with the provisions of this Section of the Department Operations Manual.
- Place all cash donations in a special purpose trust account.
- Obtain the Warden's signature on a CDC Form 922 when a gift/donation is appropriate for acceptance by the institution.

- Forward the completed CDC Form 922 to the CRM at OCR with a copy to the institution's Business Manager.
- Notify appropriate institution staff when the approved CDC Form 922 with appropriate signatures is received at the institution.
- Arrange for the efficient receipt of the gift/donation, delivery to the appropriate department, and the addition of the gift/donation to the institution property inventory (if applicable).
- Acknowledge appreciation to the donor(s) through written communication from the Warden and provide a copy of CDC Form 922, upon request (for tax purposes).
- Review to verify donated vehicle(s) has been approved by Department of General Services, Fleet Administration Representative.

Associate Information Systems Analyst

The Associate Information Systems Analyst will review all computer-related equipment, materials, and applications to ensure compliance with institution requirements.

21070.5 Parole and Community Services Division

When a gift/donation is offered to any field unit or institution in the Parole and Community Services Division (P&CSD), the appropriate manager or unit supervisor shall appoint a staff person who shall:

- Complete the CDC Form 922.
- Ensure that the authorization form is forwarded through the unit supervisor and RPA to the Deputy Director, P&CSD, for signature prior to submission to the FRU.
- Submit the signed CDC Form 922 to the OCR.

21070.6 Office of Community Resources

The CRM in the OCR shall:

- Ensure that all CDC Form 922's are dated and logged, as they are received.
- Review each CDC Form 922 and determine if the gift/donation meets departmental and procedural guidelines.
- Review the CDC Form 922, when the gift/donation is specified as computer related equipment or material, to verify the institution's Associate Information Systems Officer's approval.
- If the gift/donation has a fiscal impact on CDC, forward the CDC Form 922 to the DOF, via the Office of Financial Management, and monitor the approval process.
- Approve for acceptance of the gift/donation, as delegated by the Assistant Director, OCR, by signature on the CDC Form 922.
- Return the CDC Form 922 to the institution's CRM or to the appropriate originating unit.

- Maintain records of all gifts/donation and offers of gifts/donation including final disposition.

21070.7 Revisions

The Assistant Director, OCR, or designee shall be responsible for ensuring that the contents of this article are kept current and accurate.

21070.8 References

Government Code §§ 11005, 11005.2, and 14660.

PC § 5057.5.

SAM §§ 1376, 1377, 8602, 8614, 8634, and 8650.

American Correctional Association Standards §§ 2-4037, 2-4045, and 2-4437.